

SNOW HILL POLICE DEPARTMENT

PERSONNEL DIRECTIVE

Fair Employment Practices

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|----------------------|------------|-----------------|-----|------------------|---------------|---------------------|------------|--|
| Distribution: | | All Employees | | | Index: | PER 02.01 | | |
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.01 Purpose

To establish the SHPD Code of Fair Employment Practices.

.02 Policy

The SHPD provides employment and promotional opportunities without regard to age; ancestry; color; creed; gender identity or expression; genetic information; marital status; mental or physical disability; national origin; pregnancy; race; religious affiliation, belief or opinion; sex; or sexual orientation.

.03 References

[EXECUTIVE ORDER 01.01.2007.16](#), CODE OF FAIR EMPLOYMENT

PRACTICES. [MD. CODE ANN., STATE GOVT. §20–602](#).

[MD. CODE ANN., STATE PERS. & PENS. §5–](#)

[101. MD. CODE ANN., STATE PERS. & PENS.](#)

[§24–401](#).

.04 Procedures

A. The SHPD is committed to providing fair and equal employment and promotional opportunities to all qualified persons.

B. The SHPD will, without regard to age; ancestry; color; creed; gender identity or expression; genetic information; marital status; mental or physical disability; national origin; pregnancy; race; religious affiliation, belief or opinion; sex; or sexual orientation:

1. ensure that all personnel involved in the recruitment, selection and training of employees and in the administration of sworn promotional processes are knowledgeable about equal employment opportunity and follow these principles during the exercise of their responsibilities;
2. establish selection criteria that are job-related and predictive of the applicant's aptitude to successfully complete the entrance-level training and to successfully perform on the job.
3. ensure that the selection criteria do not have a disproportionate impact upon any group, unless that criterion is demonstrated to be a valid occupational requirement;
4. recruit applicants who can successfully meet selection criteria;
5. establish promotional criteria that are job-related and predictive of the applicant's aptitude to successfully perform in the promotional grade;
6. ensure that the promotional criteria do not have a disproportionate impact upon any group unless that criterion is demonstrated to be a valid promotional requirement;

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7. ensure that all positions within the SHPD are available to all qualified persons unless a particular position has been demonstrated to require a specific group of people because of a valid occupational requirement;
8. ensure that those placed in positions of authority, supervision and management are knowledgeable about equal opportunity principles and apply these principles with fairness and impartiality in the exercise of their responsibilities; and
9. maintain appropriate recruitment, selection and employment records for required federal and state reports and for evaluating and accomplishing the objectives outlined herein.

C. Complaints

1. All complaints regarding fair employment practices will be accepted and investigated as described in [PER 02.02](#).
2. Any person having a complaint concerning employment practices within the SHPD may contact the Chief of Police directly or the Town of Snow Hill, Assistant Town Manager.

Approved:

Thomas G. Davis
Chief

01/20/2017